



# State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

Date

## Memorandum No. FSD

TO: NCAS Chief Fiscal Officers

FROM: Robert L. Powell, State Controller

SUBJECT: Agency Security Administrator Authorization

It is important that proper North Carolina Accounting System (NCAS) security authorizations and access requirements be established and continually maintained for an agency's staff. **Agency restructuring and changes in personnel require updates to the agency security authorization information. Each agency is responsible for reviewing each profile and matching the profile to each operator's job functions. Agencies must use internal controls, policies and procedures to prevent, detect and correct abuse of NCAS security privileges.**

Please list the individuals from your agency who are designated as Agency Security Administrators and have authority to sign the NCAS Security Request form, OSC SEC01. When the OSC SEC01 form is signed by one of the appointed individuals, and all accompanying security forms are accurately completed; the OSC NCAS Security Administrator will authorize NCAS system access to the operator identified on the security form(s). Return the completed security authorization information below to the **OSC NCAS Security Administrator, OSC NCAS Support Services, Office of the State Controller.**

Please contact the OSC NCAS Support Services section at 875-HELP (4357) if you have any questions regarding security procedures.

Name [Please print]

Email Address

Title

Security Administrator Signature Date

Name [Please print]

Email Address

Title

Security Administrator Signature Date

Name [Please print]

Email Address

Title

Security Administrator Signature Date

Signature:

Chief Fiscal Officer

Date

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